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23 July 64

Mr. Bannerman 

This is being circulated in
the daily chrono file, so the
entire office will be aware
of these instructions.

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DD / S R E G I S T R Y

FILE Commo 2

22 July 1964

**MEMORANDUM FOR: Assistant Deputy Director for Support
Executive Officer to the DD/S**

**SUBJECT : Handling of Correspondence by the DD/S, ADD/S,
and Executive Officer**

1. In order to ensure that the DD/S and the ADD/S work very closely together as a team, it is essential that each be fully aware of the separate actions taken by the other. However, in order that there will not be an unnecessary duplication of effort, the following general guidelines will apply in the handling of correspondence and other papers:

a. Incoming

(1) All papers addressed to or requiring the attention of the DD/S or the ADD/S will be routed through the Executive Officer except (a) those which are directed to the personal attention of the DD/S or ADD/S and (b) those which would normally be considered by other members of the DD/S staff prior to submission to the DD/S or ADD/S through the Executive Officer.

(2) The Executive Officer will ensure that papers from the Office of the Director are routed to or brought to the attention of the DD/S and that the ADD/S is informed. This also applies to papers received from offices external to the DD/S organization when in the judgment of the Executive Officer the subject matter so indicates. All other correspondence requiring DD/S or ADD/S attention will be routed to the ADD/S by the Executive Officer.

b. Outgoing

(1) In general, all papers from the DD/S or routed through the DD/S to the Office of the Director will be signed or initialed

by the DD/S. This will also apply to papers going to non-DD/S offices and components when in the judgment of the Executive Officer and ADD/S the subject matter so warrants.

(2) Other papers will normally be signed by the ADD/S.

c. All policy papers, regardless of their origin or destination, will be coordinated with the DD/S before action is taken except in those emergency cases where time will not permit.

2. These general guidelines are intended to clarify DD/S and ADD/S correspondence responsibilities and to simplify and expedite the handling of papers which should be brought to their attention. They should not be interpreted as restricting the freedom of action of other members of the DD/S staff, and we should deviate from them at any time good judgment and common sense dictate.

Signed

L. K. White
Deputy Director
for Support

DD/S:LKW:sbo

Distribution:

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